

Notice of Funding Opportunity Beginning Farmer and Rancher Development Program

FUNDING YEAR: Fiscal Year (FY) 2026

APPLICATION DEADLINE: June 16, 2026

ANTICIPATED PROGRAM FUNDING: \$44,443,140

AVERAGE INDIVIDUAL AWARD RANGE: \$49,999 - \$750,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-BFR-011336

ASSISTANCE LISTING NUMBER: 10.311

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Assistance Listing Number (ALN): The Beginning Farmer and Rancher Development Program (BFRDP) is listed in the Assistance Listings under number 10.311.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern Time, June 16, 2026 [Ref to Part I, C of this NOFO]
Applicants Comments:	Within six months from the issuance of this notice (<i>NIFA may not consider comments received after the sixth month</i>)

The United States Department of Agriculture (USDA), to the extent permitted by law, will no longer make grants or otherwise fund programs or activities that improperly discriminate on the basis of race or sex, including discrimination in the name of Diversity, Equity, and Inclusion policies. Instead, USDA will prioritize merit and efficiency. USDA recognizes programs and initiatives will have the greatest impact when these programs and initiatives put American farmers, ranchers, and foresters first by:

- solving the most pressing challenges they face;
- protecting America’s food, fuel, and fiber supply to enhance national security;
- supporting production of healthy and safe food for consumers;
- expanding and developing domestic markets;
- training the next generation of agriculturalists; and
- fueling innovation to keep American farmers at the forefront of productivity.

The National Institute of Food and Agriculture (NIFA) is committed to advancing these principles and encourages applicants to actively engage farmers, ranchers, and foresters when applying for funding opportunities to ensure relevancy and adherence to them. NIFA also encourages agricultural leaders to engage in the peer review panel process to ensure American producers are better served through research, education, and extension activities.

Projects submitted under this NOFO should align with [USDA Secretary’s Memorandum 1078-020](#) Directive on Departmental Research and Development Priorities:

1. Increasing Profitability of Farmers and Ranchers
2. Expanding Markets and Creating New Uses of U.S. Agricultural Products
3. Protecting the Integrity of American Agriculture from Invasive Species
4. Promoting Soil Health to Regenerate Long-Term Productivity of Land
5. Improving Human Health through Precision Nutrition and Food Quality

Stakeholder Input. NIFA seeks comments on all Notice of Funding Opportunity (NOFO) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments to the extent possible when developing NOFOs, and uses comments to help meet the requirements of Section 103(c)(2) of the Agricultural Research,

Extension, and Education Reform Act of 1998 ([7 U.S.C. 7613\(c\)\(2\)](#)). Applicants may submit written comments to Policy@usda.gov. Please use the following subject line: Response to the BFRDP NOFO.

EXECUTIVE SUMMARY

This NOFO is soliciting applications for the Beginning Farmer and Rancher Development Program (BFRDP) for the fiscal year (FY) 2026 funding cycle to support the delivery of education, outreach, and technical assistance for beginning farmers and ranchers in the United States and its territories that are entering, establishing, building, and managing successful farm and ranch enterprises. The total funding amount available for FY 2026 is approximately \$44,443,140.

This notice identifies the objectives for BFRDP projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions, and review requirements.

TABLE OF CONTENTS

EXECUTIVE SUMMARY 4

TABLE OF CONTENTS 5

TABLE OF KEY INFORMATION 6

PART I. FUNDING OPPORTUNITY DESCRIPTION 7

A. Legislative Authority7

B. Purpose and Priorities7

C. Program Area Description9

PART II. AWARD INFORMATION 15

A. Available Funding15

B. Application Restrictions15

C. Project and Grant Types16

D. Ethical Conduct of Funded Projects16

PART III. ELIGIBILITY INFORMATION..... 17

A. Eligibility Requirements.....17

B. Cost Sharing or Matching18

PART IV. APPLICATION AND SUBMISSION 20

A. Method of Application20

B. Content and Form of the Application20

C. Funding Restrictions.....29

D. Submission Dates and Times.....30

PART V. APPLICATION REVIEW REQUIREMENTS 32

A. NIFA’s Evaluation Process32

B. Evaluation Criteria.....32

C. Organizational Management Information.....38

D. Application Disposition.....38

PART VI. AWARD ADMINISTRATION 39

A. General39

B. Administrative and National Policy Requirements.....39

C. Expected Program Outputs and Reporting Requirements39

PART VII. OTHER INFORMATION 41

A. Use of Funds and Changes in Budget.....41

B. Confidential Aspects of Applications and Awards.....42

C. Regulatory Information42

D. Language Access Services42

APPENDIX I: AGENCY CONTACTS 43

APPENDIX II: GLOSSARY OF TERMS..... 44

APPENDIX III: DEFINITIONS 45

TABLE OF KEY INFORMATION

Table 1: Key Dates and Deadlines 2
Table 2: Standard Grants Key Information 9
Table 3: Education Team Grants Key Information 11
Table 4: Curriculum and Training Clearinghouse Grant Key Information 12
Table 5: Steps to Obtain Application Materials 20
Table 6: Help and Resources 20
Table 7: Key Application Instructions 21

PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Beginning Farmer and Rancher Development Program (BFRDP) is authorized under [7 U.S.C. 2279\(d\)](#), as amended, and requires the Secretary of Agriculture to make competitive grants or enter into cooperative agreements to support new and established local and regional training, education, outreach and technical assistance initiatives to increase opportunities for beginning farmers or ranchers in the United States and its territories; establish beginning farmer and rancher education teams; and establish a curriculum and training clearinghouse for beginning farmers and ranchers.

B. Purpose and Priorities

The primary goal of BFRDP, under assistance listing number 10.311, is to help beginning farmers and ranchers in the United States and its territories enter and/or improve their successes in farming, ranching, and management of nonindustrial private forest lands, through support for projects that provide education, outreach, and technical assistance to give beginning farmers and ranchers the knowledge, skills, and tools needed to make informed decisions for their operations and enhance their sustainability.

The term “farmer” is used in the broadest sense and may be interpreted to include agricultural farmers, ranchers, and non-industrial private forest owners and managers. The term "beginning farmer or rancher" means a person that:

- (A)(i) has not operated a farm or ranch; or
- (ii) has operated a farm or ranch for not more than 10 years; and
- (B) meets such other criteria as the Secretary may establish.

Applications from partnerships and collaborations that are led by State Cooperative Extension Services; federal, state, municipal or tribal agencies that also include nongovernmental, community-based organizations and school-based educational organizations with expertise in new agricultural producer training and outreach will be given priority.

BFRDP grants may fund programs or services relating to these priorities:

1. Basic livestock, forest management, and crop farming practices;
2. Innovative farm, ranch, and private, nonindustrial forest land transfer and succession strategies;
3. Entrepreneurship and business training;
4. Technical assistance to help beginning farmers or ranchers acquire land from retiring farmers and ranchers;
5. Financial and risk management training, including the acquisition and management of agricultural credit;
6. Natural resource management and planning;
7. Diversification and marketing strategies;
8. Curriculum development;
9. Mentoring, apprenticeships, and internships;
10. Resources and referral;
11. Farm financial benchmarking;

12. Agricultural rehabilitation and vocational training for veteran farmers and ranchers;
13. Farm safety and awareness;
14. Food safety and recordkeeping; and
15. Other similar subject areas of use to beginning farmers or ranchers.

Applicants planning to address other similar subject areas not listed in priorities 1-14 are strongly encouraged to confer with the Program Contacts listed in [Appendix I](#) of this NOFO to discuss the suitability of the topics prior to submitting an application.

Target Audience. The target audience for BFRDP is farmers and ranchers who have not operated a farm or ranch or have operated a farm or ranch for not more than ten years. Applicants must identify as well as define Beginning Farmer and Rancher (BFR) category of trainees to be served. There are five BFR training categories that must be specified based on number of years operating a farm or ranch:

- Category I: Has not operated a farm or ranch.
- Category II: 1-3 years in farming.
- Category III: 4-6 years in farming.
- Category IV: 7-10 years in farming.
- Category V: Planning to serve trainees in all categories listed.

The BFRDP's goal is to ensure that participants are adequately equipped with the necessary skills and knowledge to sustainably own or lease a farm business operation. Individuals would need to meet the following criteria:

1. Age 18 or older by the completion of the project funding; and
2. Operate a farm or ranch achieving a minimum annual value of \$1000 in production.

BFRDP will allocate not less than five percent of the amounts made available for a fiscal year to each of the two subsets of beginning farmers and ranchers.

1. Limited resource beginning farmers and ranchers, as defined by the Secretary; and farmworkers desiring to become farmers or ranchers; and
2. Veteran farmers and ranchers.

For applications to be considered under either of the two subsets, applicants must:

1. Identify the target audience of any of the group(s) identified above and state clearly what percentage of the total project budget will be allocated to serving each group(s).
2. Explain how the beginning farmers and ranchers in the identified target audience will be identified, recruited, and retained.
3. Provided descriptions of what appropriate training, education, outreach, and mentoring will be provided.
4. Document evidence of the applicant's ability to serve the specific needs of the identified audience (s), e.g., involvement of partner(s) with expertise and a strong track record of having previously done so.
5. Adhere to [Executive Order 14151](#)—Ending Radical and Wasteful Government DEI Programs and Preferencing.

Handling of baseline data and data collection will be addressed in the [Data Management Plan \(DMP\)](#) in accordance with this NOFO.

Additional requirements on expected performance goals, indicators and targets may be required as a condition of award.

To achieve program goals, BFRDP projects will be expected to conduct education, training, outreach and technical assistance for beginning farmers and ranchers on one or more of the topics listed in [Part I, B \(1-15\)](#). Applicants must carefully consider the topics that will be addressed by the proposed project (i.e., clearly identify the topics in the project narrative and why those topics are the most appropriate for the project’s audience). Evidence of farmer input on topic selection is very important. Applicants should make use of existing curriculum (whether USDA funded or not), including entries in the BFRDP curriculum and training clearinghouse: www.farmanswers.org. The following applications will not be accepted for review if:

- a. Applications seek to develop coursework for credit for four-year degrees at colleges and universities;
- b. Applications seek to educate students for careers in agriculture other than as farmers or ranchers; or
- c. Applications seek to conduct research.

C. Program Area Description

NIFA is soliciting applications under the following program award categories:

1. Standard Grants (Small, Medium, Large and Simplified Standard)
2. Education Team Grants
3. Curriculum and Training Clearinghouse Grant

Standard Grants

Table 2: Standard Grants Key Information

Title	Description
Program Code:	BFRDA
Program Code Name:	Beginning Farmer and Rancher Development Program, Standard
ALN:	10.311
Project Type:	Training and Technical Assistance
Grant Type:	Standard
Application Deadline	June 16, 2026
Grant Duration:	12-36 Months
Anticipated # of Awards:	90
Minimum Award Amount:	\$49,000
Maximum Award Amount:	\$750,000

Maximum Total Award

1. Large Standard: No more than \$250,000 per year for three years, for a maximum of \$750,000.
2. Medium Standard: No more than \$175,000 per year for three years, for a maximum of \$525,000.

3. Small Standard: No more than \$100,000 per year for three years, for a maximum of \$300,000.
4. Simplified Standard: No more than \$49,999 for one year for a simplified standard grant.

Small, Medium, and Large Standard Grants

BFRDP projects support new and established local and regional training, education, outreach, and technical assistance initiatives for beginning farmers and ranchers, on the priority topics listed in [Part I, B \(1-15\)](#). The primary goal of Standard Grants are to increase the number of beginning farmers and ranchers and enhance their success and sustainability by providing them with knowledge, skills, and tools needed to make informed decisions. Standard Grant applications are expected to:

1. Identify the audience of beginning farmers and ranchers they aim to serve describing their characteristics and unique needs;
2. Document the applicant's knowledge and experience in education and assistance methods to be used that are appropriate and effective in engaging the audience and meeting their needs; and
3. Propose an ambitious yet achievable plan of work that will accomplish meaningful and measurable success in enhancing the number and success of beginning farmers and ranchers.

Small, medium, and large standard grant proposals will be evaluated using the same evaluation criteria (see [Part V, B](#) of this NOFO), including collaborations that are led by State Cooperative Extension Services; federal, state, municipal or tribal agencies that also include nongovernmental, community-based organizations and school-based educational organizations with expertise in new agricultural producer training and outreach will be given priority. Smaller projects' scope of work is expected to have smaller audiences, limited geographic reach, and less complex collaborative arrangements. This provides an opportunity for smaller or less experienced organizations to propose projects that have smaller budgets and less complex administration. Those with larger award requests will be expected to undertake larger-scale projects, in terms of numbers reached, intensity of training, other services to be provided, and geographic service areas (*e.g.*, statewide, regional, or even national in scale). All standard grant proposals for federal funds should be commensurate with the scope of work.

Successful grant applicants provide training and assistance with business and financial management, as well as production and marketing topics that align with the priority list in [Part I, B \(1-15\)](#) of this NOFO.

Simplified Standard Grants

BFRDP projects develop action plans to strengthen program ideas to develop a full proposal; curriculum development, hands-on materials, as well as develop an advisory committee to strengthen future program activities. Educating and training a small group of individuals to become farmers and ranchers is required.

Simplified standard grants are for applicants with limited capacity to enhance their abilities to create and sustain beginning farmers and ranchers. These grants are designed for new applicants without much experience in coordinating education and technical training.

Simplified Standard grants are intended to assist organizations:

1. Develop and enhance important collaborations and innovative activities relevant to beginning farmer and rancher programs; and
2. Initiate and develop beginning farmer and rancher project ideas to lead to future program success or success in obtaining other grants for beginning farmer and rancher education.

Evaluation criteria for reviewing the simplified standard grants (see [Part V, B](#) of this NOFO) are different from those utilized for reviewing small, medium, and large standard grants. Priority for funding under the simplified standard grants will be given to applicants who have not received BFRDP grant funding. This priority does not exclude previous grant recipients from being funded.

Education Team Grants

Table 3: Education Team Grants Key Information

Title	Description
Program Code:	BFRDB
Program Code Name:	Beginning Farmer and Rancher Development Program, Education Team
ALN:	10.311
Project Type:	Training
Grant Type:	Education Team
Application Deadline	June 16, 2026
Grant Duration:	36 Months
Anticipated # of Awards:	2
Minimum Award Amount:	\$600,000
Maximum Award Amount:	\$750,000

Maximum Total Award

Approximately \$250,000 per year for up to three years, for a maximum of \$750,000.

Education Team (ET) Grants

BFRDP projects identify gaps in beginning farmer and rancher training by evaluating existing programs, and by developing and conducting train-the-trainer projects to address these gaps. Additionally, ET projects enhance beginning farmer and rancher efforts based on a particular topic, region, or audience.

ET applications must support the development of curricula and the delivery of education programs and workshops for beginning farmers or ranchers across geographical areas of the United States and its territories; or provide training for trainers and service providers that improve and amplify their work with beginning farmers or ranchers. ET applications should complement previously funded ET projects. Education Teams should involve teams of experts with a wide range of experience (e.g., NGO, CBO, SAEO, farmers, university, and government) to do the following:

1. Identify, collect, and assess existing curricula and programs;
2. Identify gaps, develop, and deliver curricula and train-the-trainer programs to fill the identified gaps; and

3. Collaborate with the BFRDP Curriculum and Training Clearinghouse (<https://farmanswers.org>) and beginning farmers and ranchers' education providers to enhance successful use of the ET curricula and programs.

Curriculum and Training Clearinghouse Grant

Table 4: Curriculum and Training Clearinghouse Grant Key Information

Title	Description
Program Code:	BFRDC
Program Code Name:	Beginning Farmer and Rancher Development Program, Curriculum and Training Clearinghouse
ALN:	10.311
Project Type:	Clearinghouse
Grant Type:	Curriculum and Training Clearinghouse
Application Deadline	June 16, 2026
Grant Duration:	36 Months
Anticipated # of Awards:	One every three years
Minimum Award Amount:	\$600,000
Maximum Award Amount:	\$750,000

Maximum Total Award

Approximately \$250,000 per year for up to three years, for a maximum of \$750,000.

The purpose of the **Curriculum and Training Clearinghouse Grant** (BFRDP Clearinghouse) is to serve as an online platform and library for educational curricula, training materials, technical assistance materials and any other appropriate information for beginning farmers and ranchers. The BFRDP Clearinghouse collaborates and facilitates coordination with BFRDP grantees and other collaborators. Additionally, the BFRDP Clearinghouse assists NIFA leadership in developing and providing an outcome-based reporting system appropriate for use by the BFRDP, provides archival support for all materials and curricula on beginning farmer education and training, and organizes appropriate meetings (both in-person and electronic, i.e., webinars, conference calls) under the direction of NIFA leadership.

Duties of the BFRDP Clearinghouse are as follows:

1. Maintain and enhance an online accessible library for beginning farmer and rancher education, training, mentoring, and outreach materials produced from projects funded through the BFRDP program and through other sources.
2. Maintain a national “one-stop” resource for beginning farmer and ranchers, including online accessible training materials and information. The BFRDP Clearinghouse should provide access or linkages to beginning farmer and rancher education and training materials developed by projects funded through BFRDP and other funding sources. Materials may be developed by Extension and Land-grant Universities, community-based organizations, nongovernmental organizations, other federal and state agencies, and/or federally funded activities (such as the National Agricultural Library, Ag Risk & Farm Management Library, Extension Foundation , or new communities of practice, etc.) and should contain content useful to beginning farmers and ranchers and the organizations

that work with them.

3. Facilitate Sharing, Collaboration and Use of Curricula and Information
 - a. Collaborate with NIFA and all Standard and Education Team (ET) projects grantees in identifying content for the BFRDP Clearinghouse, knowledge gaps, needs, and other appropriate issues.
 - b. Assist Standard and ET grantees with uploading project resources and outcomes (curricula, tools, success stories, and other information) to the BFRDP Clearinghouse. Provide information on how to access and utilize BFRDP Clearinghouse materials and tools.
 - c. Provide regular opportunities for sharing and collaborative learning among Standard and ET project grantees.
 - d. Enhance communication among BFRDP projects through regular communications and information dissemination.
4. Assist in Enhancing Outcome-Based Reporting
 - a. Collaborate with NIFA and all BFRDP grantees to assist in identifying improvements for documenting the outcomes of funded projects and in the data collection of outcomes and results of BFRDP-supported activities.
 - b. Assist grantees in organizing and documenting the results of BFRDP projects through the outcome-based reporting system. This system should provide public access to reports and accomplishments of BFRDP projects funded by NIFA as well as projects already in existence. The system should allow Standard and ET projects, nonprofit organizations, and other interested parties to learn from existing projects and build upon successful programs and materials.
 - c. Develop appropriate communication tools to disseminate information on successful BFRDP projects, ET project activities and other projects of interest to the BFRDP national community. Describe collaborative coordination with NIFA leadership and all Standard and ET projects.
 - d. Collaborate with USDA-NIFA BFRDP to coordinate the BFRDP annual Project Directors' Meeting.
5. BFRDP Impact Reports
 - a. For the first two years of the award, the Clearinghouse will submit an Annual Impacts/Outcome Report to USDA/NIFA no later than 90 days after the award anniversary date. The report must synthesize information across all active BFRDP projects and provide:
 - i. Project Outcomes and Impacts: A consolidated summary of outcomes and impacts reported by all active BFRDP projects, including notable trends, innovations, and observed best practices.
 - b. At the conclusion of three-year award cycle, the Clearinghouse will submit a Three-Year Comprehensive Report that includes:
 - i. Comprehensive Outcomes and Impacts: A cumulative summary of outcomes, impacts, and measurable changes achieved across all BFRDP projects during the three-year period.
 - ii. Project Highlights: Case studies or project spotlights demonstrating effective practices, successful models, and innovative approaches supporting beginning farmers and ranchers.

- iii. Program Insights and Trends: Analysis of key themes, emerging needs, gaps, and opportunities identified through project reporting and clearinghouse operations.
- iv. Recommendations: Evidence-based recommendations to improve BFRDP program delivery, outreach, technical assistance and overall impact.
- v. Other USDA-requested Components: Any additional summary analyses or materials requested by USDA.

BFRDP requires Project Directors to participate in Project Director annual meetings.

Annual meetings allow Project Directors to discuss project progress, encourage grantee networking and partnerships, and gain additional knowledge on evaluation methods to strengthen documentation of project outcomes in measurable terms. First-year Project Directors are expected to present upcoming project work via the poster session. Second and third-year Project Directors are expected to present project updates and outcomes via the poster session and/or individual presentations, as determined by the National Program Leader. Noncompliance with attendance and participation in the annual Project Directors meeting may impact future funding.

PART II. AWARD INFORMATION

A. Available Funding

The amount available for BFRDP grants is approximately \$22,304,840 for FY 2025 and \$22,138,300 for FY 2026 for a grand total of \$44,443,140 in FY 2026. USDA is not committed to fund any particular application or to make a specific number of awards.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this NOFO.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this NOFO. All applications for FY 2026 should list September 15, 2026, as the project starting date. In FY 2026, applications may be submitted to BFRDP as one of the following types of requests:

1. *New application.* New applications will be evaluated using the criteria described in [Part V](#) of this NOFO and are subject to the due dates herein (see [Appendix III](#) for definition).

This is a project application that has not been previously submitted to BFRDP or an application from a previously funded BFRDP project that has completed its project work and is starting a completely new project.

The new applications from a Project Director (PD) who has received a prior BFRDP award must contain the same information as required for new applications; they also must contain an additional one-page “Accomplishment-Based” narrative (see [Part IV B.](#)), including adequacy of plans for continuous improvement. Evaluation of performance during the previous BFRDP grant(s) will include the outcomes achieved and, where appropriate, contributions to the BFRDP Clearinghouse and Project Directors’ Annual Meeting. Noncompliance with attendance and participation in the annual Project Directors meeting may impact future funding.

Note: During the review process, NIFA seeks to meet legislative requirements for geographical distribution to achieve regional balance. To avoid chances of Project Directors providing oversight on two BFRDP grants concurrently, Project Directors of active awards can apply for new BFRDP awards when they are in their final year of project work. It is unallowable to have a new project and at the same time have a project that has not yet been closed out by USDA-NIFA.

2. *Resubmitted application.* Resubmitted applications must include the response to the previous review panel comments and are subject to the same criteria and due dates herein. Resubmitted applications must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).

This is an application that has previously been submitted to BFRDP but not funded. Project Directors (PDs) must respond to the previous review panel comments; they must include an additional one-page “Response to Previous Review” narrative (see [Response to Previous Review, Part IV](#)). Resubmitted applications must be received by the relevant due dates and will be evaluated in competition with other pending applications in the appropriate area to which they are assigned. These applications will be reviewed according to the same evaluation criteria as new applications. Addressing previous comments is important as each year is a new competition. Resubmitting applicants should strengthen their proposals in every way possible.

Please note that research is unallowable in BFRDP.

C. Project and Grant Types

The following describes the types of projects or grants that are eligible for funding:

1. Project Types. Applicants must propose a Training and/or Technical Assistance project as described in [Part I, C](#) of this NOFO. Only Training and/or Technical Assistance projects described in [Part I, C](#) of this NOFO will be considered for review.
2. Grant Types. Applicants must select the Standard Grants, Education Team Grants, or Curriculum and Training Clearinghouse Grant described in [Part I, C](#) of this NOFO. Only Standard, Education Team, or Curriculum Training and Clearinghouse Grants described in [Part I, C](#) of this NOFO will be considered for review.

BFRDP applications may not request more than the maximum annual award amount listed for the grant type being applied to with a project period not to exceed 12 months for Simplified Standard or 36 months for Small, Medium, Large Standard, Education Team, or Curriculum and Training Clearinghouse Grants. Proposal requests exceeding these limits will be excluded from review.

FY 2026 Suggested Project Start and Ending Timeline:

For Simplified Standard: September 15, 2026, through September 15, 2027.

For Small, Medium, or Large Standard, Education Team, and Curriculum and Training Clearinghouse: September 15, 2026, through September 15, 2029.

After the award is made, a no cost extension may be requested for up to 12 months. Please see the [NIFA Federal Assistance Policy Guide](#) for additional details.

D. Ethical Conduct of Funded Projects

In accordance with sections [2, 3, and 8 of 2 CFR Part 422](#), institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award, that the institution will comply with the above requirements. Award recipients must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See [Responsible and Ethical Conduct of Research](#) for further information.

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the Beginning Farmer and Rancher Development Program (BFRDP) must meet all the requirements discussed in this NOFO. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [About Grants](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

Applications may only be submitted by a collaborative state, tribal, local, or regionally based network or partnership of qualified public and/or private entities. These collaborations may include the following entities: State Cooperative Extension Services; federal, state, municipal or tribal agencies; community-based organizations (CBOs); non-governmental organizations (NGOs); junior and four-year colleges or universities or foundations maintained by a college or university; and private for-profit organizations. Collaboratives led by State Cooperative Extension Services; federal, state, municipal or tribal agencies will be given funding priority.

Application submission of a project effort that is a duplicate of a current beginning farmer project will not be accepted for review under this program.

Incorporating beginning and/or non-beginning farmers and ranchers as part of the collaborative group is strongly encouraged.

Applications submitted by individuals, or by organizations that do not involve other entities in a network or partnership, are not eligible for consideration under any category applicable to the BFRDP and will be excluded from review.

To meet regional balance, multiple awards will not be made to the same organization, institution, or Project Director in the same calendar year. Further, **organizations and institutions that have received a regular standard or education team grant in the last funding cycle (FY 2024) are ineligible to apply.** To avoid chances of Project Directors providing oversight on two BFRDP grants concurrently, Project Directors of active awards can apply for new BFRDP awards when they are in their final year of project work. It is unallowable to have a new project and at the same time have a project that has not yet been terminated. Please do not apply for another simplified standard grant if you were previously awarded a simplified standard BFRDP grant. Simplified standard grants are designed for new trainers who have never received grants nor gained more than three years of experience in assisting with the development of beginning farmers and ranchers.

Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration or, if reviewed, will preclude NIFA from making an award. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

USDA **will not accept** competitive applications for grants proposals for dangerous gain-of-function research, as defined in [Section 8 of E.O. 14292](#).

Duplicate or Multiple Submissions. NIFA will accept the most recent application if an applicant submits duplicate or multiple submissions. For those new to federal financial assistance, [NIFA's Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

Match Required –Applicants **MUST** provide match from nonfederal sources in the form of cash or in-kind contribution in an amount equal to 25 percent of the funds provided by the grant or cooperative agreement.

Per [7 U.S.C. 2279\(d\)\(5\)\(B\)](#):

(5) Matching requirement

(A) In general

Except as provided in subparagraph (B), to be eligible to receive a grant or enter into a cooperative agreement under this subsection, a recipient or participant shall provide a match in the form of cash or in-kind contributions in an amount equal to 25 percent of the funds provided by the grant or cooperative agreement.

(B) Exception

The Secretary may waive or reduce the matching requirement in subparagraph (A) if the Secretary determines such a waiver or modification is necessary to effectively reach an underserved area or population.

If you plan to serve an underserved area or population and would like to request the 25% match waiver, or match modification please enter the following statement, at the top of your budget justification form: “This applicant plans to serve an underserved area or population and would like to request the 25% match waiver” or “match modification” - whichever applies.

See [Part IV, B](#) of this NOFO, R&R Budget Federal and Non-Federal, for details on requesting a match-waiver.

Matching funds must be from nonfederal sources except when authorized by statute.

An award will not be issued unless all matching funds over the life of the grant are secured with match support documentation, which will be requested of applicants at the time they are recommended for an award. There can be no contingencies on the matching amount.

The Budget Justification must list matching sources along with the identification of the entity(ies) providing the match as well as the total dollar amount being pledged. However, the applicant is still subject to documentation, valuing and reporting requirements, etc. as specified in [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\),” 7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative](#)

[Provisions,”](#) and program-specific regulations, as applicable. In instances where match is required, any resulting award will require the signature of an Authorized Representative (AR). Only when NIFA receives the award signed by the AR will award funds be released and available for draw down.

The applicant must establish the value of matching contributions in accordance with applicable cost principles. Refer to [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,](#) for further guidance and other requirements relating to matching and allowable costs.

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this NOFO electronically; no other method or response is accepted. The electronic application for this NOFO and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 5** provides instructions on how to obtain an electronic application. **Part III** of the NIFA Grants Application Guide contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. The NIFA Grants Application Guide is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

Table 5: Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-BFR-011336 , search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization's readiness to submit an electronic application.

Table 6: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer-based support: Grants.gov iPortal Customer service business Hours 24/7, except federal holidays .	Email: grantapplicationquestions@usda.gov Business hours: Monday thru Friday, 7 a.m. – 5 p.m. ET, except federal holidays .

B. Content and Form of the Application

The NIFA Grants Application Guide is part of the corresponding application package for this NOFO. The NOFO overrides the NIFA Grants Application Guide if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. Applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA's review. NIFA will assign a proposal number to all applications that meet the requirements of this NOFO. Applicants must refer to the proposal number when corresponding with NIFA. **Table 7** outlines other key instructions for applicants.

Table 7: Key Application Instructions

Instruction	References (All references are to the NIFA Grants Application Guide)
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the Grants.gov helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

Note the attachment requirements (e.g., PDF) in **Part IV.200** of the NIFA Grants Application Guide. *Any proposals that are non-compliant with the requirements* (e.g., content format, PDF file format, file name restrictions, and no password protected files) *will be at risk of being excluded from the NIFA review*. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see **Part VI.100** Option 2 of the NIFA Grants Application Guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review.

BFRDP FY 2026 Sample Checklist for Standard & Education Team Grant Applications

- *SF 424 R&R Cover Sheet
- *SF 424 R&R Project/Performance Site Location(s)
- R&R Other Project Information Form
 - Project Summary ([PDF](#))
 - Project Narrative (PDF)
 - Logic Model (see [logic model template](#))
 - Bibliography & Cited References (PDF)
 - Facilities and Other Resources (PDF)
 - Equipment Documentation (PDF)
 - Other Attachments
 - Data Management Plan ([PDF](#))
 - Commitment Letters ([PDF](#))
 - Supplemental Information Form
 - Conflict of Interest List ([PDF](#))
- R&R Senior/Key Person Profile (Expanded)

- Biographical Sketch(es) ([SciENcv](#)-certified Common Form)
 - Current & Pending Support ([SciENcv](#)-certified Common Form)
- R&R Personal Data
- R&R Budget
- Match
 - Indirect Costs
 - Budget Justification (PDF)
 - R&R Sub-Award Budget(s)

-***SF 424 R&R**: Forms in the Application Package – see instructions in the NIFA Grants Application Guide.

SF 424 R&R Cover Sheet. See **Part V** of the NIFA Grants Application Guide for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V** of the NIFA Grants Application Guide.

R&R Other Project Information Form. See **Part V** of the NIFA Grants Application Guide.

1. **Field 7. Project Summary (PS)/Abstract**. The PS must show how the project goals align with the project goals of the BFRDP. See **Part V** of the NIFA Grants Application Guide for instructions and suggested templates. The PS is limited to 250 words with font size no smaller than 12-point Times New Roman and must use [NIFA’s Project Summary Application Template](#). The PS must be attached as PDF.

The PS must include a description of the problem or opportunity, project objectives, and a description of the effort.

It is the responsibility of the applicant to review the attachment for the 250-word limit and PDF compliance before submission. NIFA will not review applications that exceed the required 250-word limit. The PS must include all the following:

- a. Project Title;
- b. List of Project Directors (PDs) and Co-PDs and their associated institutions/organizations;
- c. Project objectives and projected outcomes;
- d. List of all other collaborating institutions/organizations/farmer and rancher groups;
- e. Percent of total federal funds requested that are allocated to partnerships and collaborations that are led by State Cooperative Extension Services; federal, state, municipal or tribal agencies that also include nongovernmental, community-based organizations and school-based educational organizations with expertise in new agricultural producer training and outreach;
- f. If applicable, percent of budget allocated to serving veteran farmers and ranchers; and/or percent of budget allocated to serving limited resource, or farmworker audiences; and
- g. List of any previous or current BFRDP projects that PD has been a part of leading (list project director and award number 20XX-XXXXX-XXXXX).

2. Field 8. Project Narrative (PN).

Project Narrative for Small, Medium and Large Standard Grants, Education Team, and Curriculum and Training Clearinghouse Grant Applications. The PN must not exceed 20 *1.5 spaced pages* of written text and at least 1-inch margins with font size no smaller than 12-point Times New Roman, including all figures and tables (the font size for tables and figures must be no smaller than 11-point Times New Roman). The only exception to the page limit requirement will be found in the directions as noted below under (a) Response to Previous Review for Resubmissions; (b) Prior BFRDP accomplishments; and (f) logic model. The page limits outlined here ensure fair competition. It is encouraged to include a one-page table of contents in the PN, which will **not** count towards the page limit for the PN. The PN must include all the following:

- a. **Response to Previous Review for Resubmissions** – The response to previous review must not exceed 1 page with line spacing set at 1.5 and at least 1-inch margins with font size no smaller than 12-point Times New Roman. This does **not** count towards the page limit for the PN. Use the subheading “Response to Previous Review”.
- b. **Prior BFRDP Accomplishments** – If the Project Director (PD) has led prior BFRDP project(s) from the same institution for which they are applying, briefly describe accomplishments and lessons learned, what can be improved, and how those lessons and improvements are being incorporated into the current application to ensure effective and successful program goals. The prior BFRDP accomplishments must not exceed 1 page with line spacing set at 1.5 and at least 1-inch margins with font size no smaller than 12-point Times New Roman. This does **not** count towards the page limit for the PN. Use the subheading “Prior BFRDP Accomplishments”.
- c. **Responsiveness to USDA BFRDP Program Priorities** – Please indicate if the application has a connection to the BFRDP priorities, [Part I, B \(1-15\)](#). Provide a brief explanation of how the application is related to the area(s) indicated.
- d. **Background and Rationale** – Indicate the overall background, technical approach, and need for the project. Include a clear statement of the long-term goal(s) of the proposed project. Identify the target audience and their needs (size, region, value of sales, structure of the industry (number of small, medium, and large farms), critical barriers, etc.). If helpful, provide a map of the target region. Summarize any similar beginning farmer and rancher education and training programs that are available for the identified target audience, including all programs at www.farmanswers.org.
Farmer Input: Include evidence that beginning farmers and ranchers were involved in conceptualizing the project design and activities.
For *Education Team* projects, include the rationale for the geographic area, topic, or other appropriate focus of the team and team composition.
All works cited must be referenced in the “Bibliography & Cited References” in this section but will **not** count towards the page limit for the PN.
For the *Curriculum and Training Clearinghouse*, briefly describe the technology that will be used to operate the online library and the applicant’s experience in developing and maintaining such a system.
Applicants are encouraged to use approximately two (2) of the 20 pages for this section. Related evaluation criteria (see [Part V, B](#) of this NOFO): Relevancy.
- e. **Objectives and Outcomes** – Concisely present the goals, associated objectives, and expected outputs and outcomes of the project in relation to the audience and needs

identified. Provide the number of beginning farmers and ranchers that will be served by category as described in Part 1.b. above. Estimate how many beginning farmers and ranchers will attain specified, anticipated knowledge gains or actions (e.g., start farming; improving production practices; entering new markets). How many are projected to qualify as beginning farmers by the end of the project? Project the expected impacts of the knowledge gains and actions on the success of the beginning farmer and rancher operations. Discuss whether and how this program can be adapted to other regions, communities and/or agricultural systems.

Applicants are encouraged to use approximately two (2) of the 20 pages for this section. Related evaluation criteria (see [Part V, B](#) of this NOFO): Technical merit.

- f. **Approach** – Clearly state the proposed activities and approaches to achieve each objective.

Specifically, this section must include:

- i. Description of the activities proposed for each objective.
- ii. Timeline of the proposed project. The timeline should include activities, and major outputs and associated outcomes for each year of the project.
- iii. Discuss how and where the activities will be provided and the approach, as appropriate for the target audience.
- iv. Describe how the project, including its partnerships and collaborations, will be sustained beyond the life of the grant (e.g., plans for self-support or institutionalization, or other resources of support). If there are no plans to sustain the effort, explain how the impact of the project will be lasting.
- v. For *Standard projects* describe how participants will be recruited for training. Specify their prior farming experience, and whether they are already beginning farmers and ranchers or not yet at that level.
- vi. For *Education Team projects* describe how beginning farmer and rancher curricula and programs will be identified and evaluated. Detail how curriculum will be developed and delivered in future years.
- vii. Detail novel ideas or contributions of the proposed project.
- viii. Describe any procedural limitations or expected obstacles, and how they will be addressed. For *Standard projects*, identify possible challenges of your proposed strategy for participant recruitment and plans to address those challenges.
- ix. Develop and include a **logic model** to guide program planning, implementation, and evaluation. Utilize graphical depiction to demonstrate the relationships between elements leading to outcomes (see [logic model template](#)). The logic model does **not** count towards the page limit for the PN.

Applicants are encouraged to use approximately six (6) of the 20 pages for this section. Related evaluation criteria (see [Part V, B](#) of this NOFO): Technical merit; Achievability.

- g. **Personnel and Resources** – Detail key personnel’s experience in serving the identified, or other beginning farmers and rancher’s audiences. Include key personnel’s ability to provide effective education, outreach, training, and mentoring programs for the identified audience. It is important to have partner(s) who have knowledge and experience working with target audiences. Additionally, it is important that such partner(s) be involved in the leadership of the project.

Describe ongoing or recently completed significant activities of key personnel related to the proposed project, and associated impacts. This information may include:

- i. Years and locations of prior activities;
- ii. Number of training assistance or education activities previously carried out;
- iii. Number of participants and graduates from the program;
- iv. Success rate in completing the program;
- v. Percentage of graduates who are still in farming; and/or
- vi. Percentages of those who improved their operations.

Applicants are encouraged to use approximately two (2) of the 20 for this section.

Related evaluation criteria (see [Part V, B](#) of this NOFO): Expertise and track record;

Adequacy of available or obtainable support personnel.

- h. **Plan for Outcome Based Reporting** – Detail a plan for project management, including methodology and resource utilization for outcome documentation, evaluation, data sharing, and reporting. Clearly identify expected performance targets, impacts, and outcomes that are measurable and achievable. Participatory, formative, and summative evaluation are encouraged. *Evaluators who are external to the performing institution are required.* A Data Management Plan is required for this program.

For greater detail on the appropriate evaluation measurement for a BFRDP grant, please see the [BFRDP Outcomes Based Reporting Guide](#).

As a starting point for *Standard projects*, applicants should report:

1. Expected number of new farm startups as a result of the project; and
2. Expected number of beginning farmers (i.e., within their first ten (10) years of operation) who will make beneficial actions/changes as a result of the project; all beneficial actions/changes should be detailed.

As a starting point for *Education Team projects*, applicants should report:

1. Anticipated number of information products created as a result of the project;
2. Anticipated number and types of users of information products created as a result of the project; and/or
3. Anticipated number of trainers/organizations trained as a result of the project.

Applicants are encouraged to use approximately two (2) of the 20 pages for this section. Related evaluation criteria (see [Part V, B](#) of this NOFO): Adequacy of Plans for the Participatory Evaluation Process).

- i. **Management and Collaboration Plan** – Detail a management plan that describes roles, functions, and commitment of all partners, collaborators, and organizations, as related to the proposed project. Describe the plans for coordination, communication, data-sharing and reporting among members of the project team and stakeholder groups. Detail how the collaboration and its impact will be sustained beyond the period of the award. Strong partnerships among complementary organizations (e.g., NGOs, CBOs, SAEOs and universities) with shared leadership are essential to successful BFRDP projects, see “Definitions” ([Appendix III](#) of this NOFO) for definitions of Partner and Collaborator. Include:
 - a. Time allocated by each partner for attainment of objectives;
 - b. Key roles of each partner and collaborator; and

- c. Plan for administration of the proposed project, maintenance, and partnerships.

Letters of commitment signed by the AR of the partnering organization demonstrating that the partners involved have agreed to abide by the Management Plan should be provided (see “Other Attachments” below).

Applicants are encouraged to use approximately two (2) of the 20 pages for this section. Related evaluation criteria (see [Part V, B](#) of this NOFO): Partnerships and collaboration; Achievability.

Project Narrative for Simplified Standard Grants Applications. The PN must not exceed *10 pages* of written text including all figures and tables with line spacing set at 1.5 and at least 1-inch margins with font size no smaller than 12-point Times New Roman (the font size for tables and figures should be no smaller than 11-point Times New Roman). The only exception to the page limit requirement will be found in the directions as noted below under (a) Response to Previous Review for Resubmission; and (d) logic model. The page limits outlined here ensure fair competition. It is encouraged to include a one-page table of contents in the PN, which will not count towards the page limit for the PN. The PN must include all the following:

- a. **Response to Previous Review for Resubmissions** – The response to previous review must not exceed 1 page with line spacing set at 1.5 and at least 1-inch margins with font size no smaller than 12-point Times New Roman. This does **not** count towards the page limit for the PN. Use the subheading “Response to Previous Review”.
- b. **Introduction** – Indicate the overall background, technical approach, and need for the project. Include a clear statement of the long-term goal(s) of the proposed project. Identify the target audience and their needs (size, region, value of sales, structure of the industry (number of small, medium, and large farms). If necessary, provide a map of the target region. Summarize any similar beginning farmer and rancher education and training programs that are available for the identified target audience, including all programs at www.farmanswers.org. Include evidence that beginning farmers and ranchers were involved in conceptualizing the project design and activities.
- c. **Objectives and Outcomes** – Concisely present the goals, associated objectives, and expected outputs and outcomes of the project in relation to the audience and needs identified. Provide the number of beginning farmers and ranchers that will be served. Estimate how many beginning farmers and ranchers will attain specific, anticipated knowledge gains or actions (*e.g.*, start farming; improving production practices; entering new markets). Project the expected impacts of the knowledge gains and actions on the success of the beginning farmer and rancher operations.
- d. **Approach** – The activities proposed to achieve each objective must be clearly stated and the approaches being applied clearly described.
 - i. Description of the activities proposed for each objective.
 - ii. Timeline of the proposed project. The timeline should include activities, and major outputs and associated outcomes for each year of the project.
 - iii. Discuss how and where the activities will be provided and the approach, as appropriate for the target audience.
 - iv. Describe how the project, including its partnerships and collaborations, will be sustained beyond the life of the grant (*e.g.*, plans for self-support or

- institutionalization, or other resources of support). If there are no plans to sustain the effort, explain how the impact of the project will be lasting.
- v. Describe how beginning farmers and ranchers will be recruited for training.
 - vi. Detail novel ideas or contributions of the proposed project.
 - vii. Describe any procedural limitations or expected obstacles, and how they will be addressed. For Standard projects, identify possible challenges of your proposed strategy for participant recruitment and plans to address those challenges.
 - viii. Develop and include a **logic model** to guide program planning, implementation, and evaluation. Utilize graphical depiction to demonstrate the relationships between elements leading to outcomes (see [logic model template](#)). The logic model does **not** count towards the page limit for the PN.
- e. **Personnel and Resources** – Detail key personnel’s experience in serving the identified, or other beginning farmers and rancher’s audiences. Include key personnel’s ability to provide effective education, outreach, training, and mentoring programs for the identified audience. It is important to have partner(s) who have knowledge and experience working with target audiences. Additionally, it is important that such partner(s) be involved in the leadership of the project. Describe ongoing or recently completed significant activities related to the proposed project, and associated impacts.
- f. **Project Evaluation** – Clearly identify expected performance targets, impacts, and outcomes that are measurable and achievable. Participatory, formative, and summative evaluation are encouraged. A Data Management Plan is required for this program. For greater detail on the appropriate evaluation measurement for a BFRDP grant, please see the [BFRDP Outcomes Based Reporting Guide](#).
As a starting point, applicants should report:
1. Expected number of new farm startups as a result of the project.
 2. Expected number of beginning farmers (i.e., within their first ten (10) years of operation) who will make beneficial actions/changes as a result of the project; all beneficial actions/changes should be detailed.
- g. **Project Results and Dissemination** – Describe the plans for coordination, communication, data-sharing and reporting results and outcomes among members of the project team and stakeholder groups. Demonstrate project benefits and results to growing and sustaining new and beginning farmers and ranchers.
3. **Field 9. Bibliography & Cited References.** Provide a complete list of all references cited in the application. For each reference, provide the complete name for each author (in the same sequence in which they appear in the publication), the year of the publication, full title of the article, name of the journal or book published, volume, and the page numbers. No page limit.
4. **Field 10. Facilities & Other Resources.** Describe the types, location, and availability of instrumentation and physical facilities necessary to carry out the work proposed. If the work will be conducted at a facility not owned and operated by the applicant, see Field 12 for additional information.

5. **Field 11.** Equipment Documentation. Describe the types, location, and availability of equipment necessary to carry out the work proposed. Items of equipment to be purchased must be fully justified under this section.

6. **Field 12.** Add Other Attachments. See **Part V.120 Field 12** of the [NIFA Grants Application Guide](#).

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V, B of this NOFO, NIFA’s Data Management Plan). The DMP should not be more than 2 pages.

Commitment Letters. Include Letters of Commitment from all partners (signed by the partnering institution AR). Letters should include partner roles in the proposed project and agreement to abide by the Management and Collaboration Plan. Letters of Commitment have no page limit. Title the attachment(s) as ‘Letter of Commitment – Organization Name’ in the document header and save file (PDF) as ‘Letter of Commitment Organization Name. **Letters** from other organizations or people whose participation is important to the success of the project, committing those collaborators to specific roles, are also encouraged. Additionally, support letters that add merit to the grant application and help clarify project plans are welcomed. Support letters show that the project is well organized, ideas are achievable, and project activities will resolve societal challenges relevant to the target audience(s).

Do not add any other attachments not specifically requested in this NOFO. Attaching additional narrative or figures or tables other than those specifically requested in this NOFO will result in disqualification from review.

R&R Senior/Key Person Profile (Expanded). See **Part V.130** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates. A biographical sketch and current and pending form are required documents for all PD/PI and Co-PD/Co-PI. For the current and pending form, if no other funding is “Active,” then this application is to be identified as “Pending” in the information submitted.

R&R Personal Data. This information is voluntary and is not a precondition of award (see **Part V.140** of the [NIFA Grants Application Guide](#)).

R&R Budget. See **Part V.150** of the [NIFA Grants Application Guide](#).

A R&R Budget form must be completed for each year (or partial year) for which work is proposed under this program solicitation. Applicants must ensure that the budget provided in the R&R Budget forms matches the requested budget amount found in Field 15(a) on the SF-424 form and that this number does not exceed the budget ceiling.

1. **Match** – If an applicant concludes that the matching requirements described under [Part III, B](#) of this NOFO is not applicable to them, the applicant must include an explanation of their conclusion in the *budget justification*. NIFA will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

Grants that require matching funds as specified under [Part III, B](#) of this NOFO must list in their *budget justification* the matching sources, the identification of the entity(ies) providing the match, and the total pledged amount. A written verification of commitments of matching support (a pledge agreement) is not required. However, applicants are subject to the documentation, valuing and reporting requirements, as specified in [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\),”](#) and [7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions.”](#)

2. **Indirect Costs (IDC)** – See [Part IV, C](#) of this NOFO for funding restrictions regarding IDC, and [Part V](#) of the [NIFA Grants Application Guide](#) for additional information.
3. **Budget Justification – Part V.150 Section L** of the [NIFA Grants Application Guide](#) Applicants must provide a detailed budget justification (PDF) in Section L of the R&R 44 Budget form. All items included in the R&R Budget Form should be addressed in the budget justification.

BFRDP requires Project Directors to participate in Project Director annual meetings that can be expensed with awarded grant funds not to exceed \$3,000 per award year.

Supplemental Information Form. See [Part V.300](#) of the [NIFA Grants Application Guide](#).

1. **Field 2. Program to which the applicant is applying.** Enter the program name and the program code. See Part I, C of this NOFO for appropriate Program Codes. Accurate entry is critical.
2. **Field 8. Conflict of Interest List.** See [Part V.300](#) of the [NIFA Grants Application Guide](#). Required for all Senior/Key Persons. Combine all Conflict-of-Interest forms into a single PDF attachment. A template is located at [NIFA’s Application Support Template Resource](#).

C. Funding Restrictions

Legislative Mandated Indirect Cost (IDC). Section 12301 of the Agriculture Improvement Act of 2018 (Pub. L. 115-334) [7 U.S.C. 2279\(i\) \(7\)](#) limits IDC for *BFRDP* to 10 percent of total federal funds awarded. Therefore, when preparing budgets, applicants for Standard, Education Team (ET), and Curriculum and Training Clearinghouse proposals must limit their requests for recovery of indirect costs to 10 percent of the total funds requested. If an applicant has a Negotiated Indirect Cost Agreement with their cognizant agency they may recover indirect costs according to that agreement however, recovery is still limited to 10 percent of total federal funds awarded.

If the applicant does not have a negotiated rate and NIFA is the cognizant agency, the applicant may request an IDC rate. Applicants are not required to complete the IDC package during the application process and need only to calculate a rate to serve as a basis for requesting IDC. If awarded, the applicant will be required to submit a complete IDC proposal package to obtain a negotiated rate.

Organizations that do not have a current negotiated (including provisional) rate and do not want to pursue an indirect cost negotiated rate but want to recover indirect costs may elect the De Minimis rate ([2 CFR 200.414\(f\)](#)). The Uniform Guidance offers the option of electing to charge a de Minimis rate of 15 percent of modified total indirect costs (MTDC) which may be used

indefinitely. As described above and in [2 CFR 200.403](#), costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time. Please note if an applicant opts to use the 15 percent De Minimis option to recover indirect costs the 10 percent of total funds requested Statutory limit still applies.

See [NIFA Indirect Costs](#) for information including [additional resources](#) and [NIFA Indirect Cost Guidance Chart](#).

D. Submission Dates and Times

It is recommended that you conduct an administrative review of the application before submission via [Grants.gov](#) to ensure that it complies with all preparation instructions including page limits and PDF requirements.

Instructions for submitting an application are included in Part IV.300 of the [NIFA Grants Application Guide](#).

If you have trouble submitting an application to [Grants.gov](#), you should FIRST contact the [Grants.gov Help Desk](#) to resolve any problems. Keep a record of any such correspondence. See [Part IV, A](#) of this NOFO for [Grants.gov](#) contact information.

Applicants must allow additional time for electronic submission and plan to allow time for correction of technical errors identified by [Grants.gov](#). It is recommended that applicants begin submitting their completed application at least one day prior to the deadline. The USDA NIFA BFRDP Programs rarely accept late applications. Exceptions are only made for delays due to natural disasters or technical problems experienced by [Grants.gov](#) that impact the entire applicant community. Documentation of the problem will be required. Exceptions made for technical problems will be for [Grants.gov](#) system failures prior to the deadline that impact the entire applicant community. Applicants who have problems with their submissions to [Grants.gov](#) must call the [Grants.gov help desk](#) to resolve the problems and keep a record of the following:

1. [Grants.gov](#) Tracking Numbers.
2. Case numbers provided by [Grants.gov](#).
3. Any correspondence with [Grants.gov](#) regarding the submission problem.
4. Any correspondence with [SAM.gov](#) and Dunn and Bradstreet during the registration process.

Once the application is successfully submitted to [Grants.gov](#), the applicant must forward the information above via email to BFRDP@usda.gov. Information obtained from the case number and correspondence will be used to verify if the submission problem was due to a [Grants.gov](#) system failure that impacted the entire applicant community or due to a problem with the applicant. This information will be used to determine the final decision to accept or not accept a late application.

Email correspondence will be provided to the AR regarding the status of submitted applications. Please provide an accurate email addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence from NIFA regarding a submitted application within 30 days of the established deadline, contact BFRDP@usda.gov and request the application number that was assigned to the application. Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned an application number, you should cite this number on all future correspondence.

It is anticipated that the evaluation of BFRDP applications will require approximately six months from submission deadline, and no information on application status will be available until final selections have been made. Both successful and unsuccessful applicants will be notified of final award decisions via email within approximately six months after the submission deadline.

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this NOFO. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

Scientific Peer Review Process:

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. The need to include experts from various areas of specialization within relevant scientific, education, or Extension fields.
3. The need to include other experts (e.g., agricultural producers, range or forest managers/operators, researchers, educators, evaluators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs.
4. The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and nonprofit organizations) and geographic locations.
5. The need to maintain a balanced composition with regard to the reviewer's area of expertise, geographic area, and entity type, as appropriate.
6. The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

B. Evaluation Criteria

NIFA anticipates that the evaluation of the BFRDP applications will require approximately six months from the submission deadline. No information on application status will be available

until NIFA makes the final selections. NIFA will notify both successful and unsuccessful applicants of final award decisions via email. For information about the status of a submitted application, see **Part VI.100** of the [NIFA Grants Application Guide](#).

Applicants should be aware that applications that do not satisfy all the screening criteria will be returned to the proposing entity without review. Returned applications may not be resubmitted (with or without revision) under this solicitation. The initial screening criteria are the following:

- a. The application must meet the Application Content and Format requirements as described in this NOFO. This includes page length and format requirements, all required forms and all files in PDF.
- b. The proposed budget must be within the dollar ceiling identified in this NOFO.
- c. An application must contain adequate technical information that clearly states the project plan and objectives. USDA NIFA reserves the right not to submit for review any application that it finds to have insufficient information.

NIFA will use the following criteria to evaluate applications to this program:

Small, Medium, and Large Standard Grants & Education Team Grant Evaluation Criteria

1. Partnerships and Collaborations (10 points)

- a. Collaborative network and/or partnership of public and/or private entities are established and detailed;
- b. Description of how partnership(s)/collaboration(s) are to be supported by this grant;
- c. Partners have expertise necessary to meet the needs of the target audience;
- d. Description of how partnership(s)/collaboration(s) and/or their impact will be sustained beyond the period of the award;
- e. Letter(s) of Commitment signed by the AR of the partnering organization(s) demonstrate all partners have agreed to abide by the Management Plan; relevant Letters of Support must be included; and
- f. Partnership(s)/collaboration(s) is led by State Cooperative Extension Services; Federal, State, municipal or tribal agencies that also include nongovernmental organizations (NGOs), community-based organizations (CBOs) and school-based agricultural educational organizations (SAEOs) with expertise in new agricultural producer training and outreach (5 bonus points).

2. Consultation of Beginning Farmers and Ranchers (10 points)

- a. Evidence of beginning farmer and ranchers' role in the proposed project
 - i. Initial planning and design,
 - ii. Implementation throughout the entire project, and
 - iii. Decision making during the project.

3. Relevancy (15 points)

- a. Indication and explanation of project connection to the BFRDP priorities, [Part I, B \(1-15\)](#);
- b. Sufficient justification for the importance of the problem;
- c. Identification of a target audience and description of its needs;
 - i. **Target Audience** – The target audience for BFRDP is farmers and ranchers who have not operated a farm or ranch or have operated a farm or

ranch for not more than ten years. Applicants must identify, define, and provide recruitment strategies for all BFR training categories:

1. Category I: Has not operated a farm or ranch;
2. Category II: 1-3 years in farming and/or ranching;
3. Category III: 4-6 years in farming and/or ranching;
4. Category IV: 7-10 years in farming and/or ranching; or
5. Category V: planning to serve trainees in all categories listed.

d. For *Education Team Grants*, rationale for the geographic area, topic, or other appropriate focus of the team and team composition provided.

4. Technical Merit (25 points)

- a. Project objectives and anticipated outcomes are clearly described, adequate, and appropriate. All project components (education, outreach, and/or technical assistance) are reflected in one or more project objectives;
- b. Proposed approach, procedures, or methodologies are innovative, original, clearly described, suitable, and feasible;
- c. Proposed project is adaptable to other locations, communities, and/or agricultural products or technologies;
- d. Expected performance targets, impacts, and outcomes are clearly stated, measurable, and achievable within the allotted time frame requested;
- e. The budget is appropriate for the proposed project;
- f. There is sufficient budget detail to indicate clearly how the funds would be utilized;
- g. For *Education Team grants*, a clear plan is described to identify gaps in BFR training, evaluate all existing programs, and develop and conduct train-the-trainer projects; proposed project complements previously funded and currently active ETs; and
- h. For *previous BFRDP awardees*, briefly describe lessons learned, what can be improved, and how those lessons are being incorporated into the current proposed project; detail prior project outcomes, achievements, and/or contributions of curriculum to the BFRDP Clearinghouse; describe participation and contributions to the Results Verification System (RVS); and outline participation in BFRDP Project Directors' (PDs) meetings. (Additional 20 points)

5. Achievability (10 points)

- a. Proposed approach, procedures, or methodologies are achievable;
- b. Expected performance targets, impacts, and outcomes are clearly stated, measurable, and achievable within the allotted time frame requested;
- c. Plans for administration and management of proposed project and partnerships/collaborative arrangements are adequate (e.g., clearly defined project roles of key personnel and collaborators); and
- d. Description of procedural limitations or expected obstacles, and how they will be addressed.

6. Expertise and Track Record of the Applicants (10 points)

- a. Roles of key personnel are clearly defined;
- b. Key personnel have sufficient experience in education, outreach, mentoring, and/or technical assistance to beginning farmers and ranchers to complete the

- proposed project (including quantitative and qualitative evidence of past successful education, training, and technical assistance activities);
- c. Key personnel have demonstrated experience working the proposed target audience;
 - d. Key personnel have demonstrated experience evaluating project outcomes; and
 - e. PD and Co-PD biographic information/resumes provide relevant employment history.
7. **Adequacy of Available or Obtainable Support Personnel, Facilities, and Instrumentation** (10 points)
- a. Support personnel, facilities, and instrumentation (equipment) are sufficient; and
 - b. Personnel on subcontract(s)/subaward(s) have defined roles and responsibilities.
8. **Adequacy of Plans for Participatory Evaluation Process, Outcome-Based Reporting, and the Communication of Findings and Results Beyond the Immediate Target Audience** (10 points)
- a. A clear plan is articulated for project management, including time allocated for attainment of objectives and project delivery, maintenance of partnerships and collaborations, and a strategy to enhance communication, data sharing, and reporting among members of the project team and stakeholder groups;
 - b. Expected performance targets, impacts, and outcomes are clearly stated, measurable, and achievable within the allotted time frame requested by the applicant;
 - c. Evaluation team has been identified; *evaluators who are external to the performing institution are required*;
 - d. For *Education Team grants*, the number and description of activities (and new curricula) planned are described with plans for dissemination; the anticipated number of users of newly developed information products is included; and
 - e. Data Management Plan included.

Simplified Standard Grant Evaluation Criteria

1. **Partnerships and Collaborations** (10 points)
 - a. Collaborative network and/or partnership of public and/or private entities are established and detailed;
 - b. Description of how partnership(s)/collaboration(s) and/or their impact will be sustained beyond the period of the award;
 - c. Letter(s) of Commitment signed by the AR of the partnering organization(s) demonstrate all partners have agreed to abide by the Management Plan; relevant Letters of Support must be included; and
 - d. **Partnership(s)/collaboration(s) is led by State Cooperative Extension Services** (5 bonus points) ; Federal, State, municipal or tribal agencies that also include nongovernmental organizations (NGOs), community-based organizations (CBOs) and school-based agricultural educational organizations (SAEOs)with expertise in new agricultural producer training and outreach (
2. **Consultation of Beginning Farmers and Ranchers** (10 points)
 - a. Evidence of beginning farmer and ranchers' role in the proposed project:
 - i. Design;
 - ii. Implementation; and

- iii. Decision making
- 3. **Relevancy** (15 points)
 - a. Indication and explanation of project connection to the BFRDP priorities, [Part I, B \(1-15\)](#);
 - b. Sufficient justification for the importance of the problem; and
 - c. Identification of a target audience and description of their needs.
- 4. **Technical Merit** (25 points)
 - a. Project objectives and anticipated outcomes are clearly described, adequate, and appropriate. All project components (education, outreach, and/or technical assistance) are reflected in one or more project objectives;
 - b. Proposed approach, procedures, or methodologies are innovative, original, clearly described, suitable, and feasible;
 - c. Expected performance targets, impacts, and outcomes are clearly stated and measurable;
 - d. The budget is appropriate for the proposed project; and
 - e. There is sufficient budget detail to indicate clearly how the funds would be utilized.
- 5. **Achievability** (10 points)
 - a. Proposed approach, procedures, or methodologies are achievable.
 - b. Specified performance targets, impacts, and outcomes are achievable within the allotted time frame requested; and
 - c. Description of pitfalls or expected obstacles, and how they will be addressed.
- 6. **Expertise and Track Record of the Applicants** (5 points)
 - a. Roles of key personnel are clearly defined;
 - b. Key personnel have some experience in education, outreach, mentoring, and/or technical assistance to beginning farmers and ranchers to complete the proposed project;
 - c. Key personnel have demonstrated experience working with the proposed target audience; and
 - d. PD and Co-PD biographic information/resumes provide relevant employment history.
- 7. **Personnel** (5 points)
 - a. Support personnel, facilities, and instrumentation (equipment) are sufficient; and
 - b. Personnel on subcontract(s)/subaward(s) have defined roles and responsibilities.
- 8. **Project Evaluation** (10 points)
 - a. Expected performance targets, impacts, and outcomes are clearly stated, measurable, and achievable within the allotted time frame requested by the applicant;
 - b. Evaluation team has been identified; and
 - c. Data Management Plan included.
- 9. **Project Results and Dissemination** (10 points)
 - a. Detailed plans for reporting, and communication of results and outcomes within target audience and local area; and
 - b. Demonstrate project benefits to growing new and BFRs; emphasize creating and sustaining BFRs.

Curriculum and Training Clearinghouse Grant Evaluation Criteria

1. **Consultation with Current and Previously Funded Grantees** (10 points)
 - a. Explanation and documentation of the role of current and previously funded BFRDP Standard and Education Team grantees in the design, implementation, and decision making related to the proposed Clearinghouse; and
 - b. **Partnership(s)/collaboration(s) is led by State Cooperative Extension Services (5 bonus points)** federal, state, municipal or tribal agencies that also include nongovernmental organizations (NGOs), community-based organizations (CBOs) and school-based agricultural educational organizations (SAEOs) with expertise in new agricultural producer training and outreach (5 bonus points).
2. **Relevancy** (10 points)
 - a. Explanation and documentation of project availability to educators, educational curricula and training materials and programs, related to the specific topic areas identified in [Part I, B \(1-15\)](#); and
 - b. Description of necessity of the proposed Clearinghouse approach based on needs identified for the target audience (beginning farmer and rancher educators), and evidence of beginning farmer and ranchers' role in the proposed project
 - i. Design;
 - ii. Implementation; and
 - iii. Decision making
3. **Technical Merit** (20 points)
 - a. Project objectives, activities and anticipated outcomes are clearly described, adequate, and appropriate;
 - b. Proposed activities meet the needs of the target audience of educators, including conceptual adequacy, suitability, and feasibility of the approach;
 - c. BFRDP Clearinghouse is adaptable and replicable for other education sectors; and
 - d. Description of the sustainability and transferability of the project beyond the life of the grant.
4. **Achievability** (15 points)
 - a. Proposed approach is achievable, including a detailed budget description for each activity;
 - b. Description of project limitations or expected obstacles, and how they will be addressed;
 - c. Sufficient time commitment of project directors for project activities and management; and
 - d. Plans for management and collaborative arrangements of the proposed project are adequate (e.g., sufficient time should be allocated for systematic attainment of objectives).
5. **Adequacy of Available or Obtainable Support Personnel, Facilities, and Instrumentation** (15 points)
 - a. Includes expertise of consultants and collaborators, sufficiency of educational facilities and equipment for the proposed education and outreach methods; and

- b. Plan for administration of the proposed project and its maintenance, partnerships, and collaborative efforts clearly demonstrated.
- 6. **Adequacy of Plans for Assisting BFRDP Grantees in the Participatory Evaluation Process, Outcome-Based Reporting, and Communication of Findings and Results beyond the Immediate Target Audience (10 points)**
 - a. A clear plan is articulated for project management, including time allocated for attainment of objectives and project delivery, maintenance of partnerships and collaborations, and a strategy to enhance communication, data sharing, and reporting among members of the project team, BFRDP grantees, and stakeholder groups;
 - b. Expected performance targets, impacts, and outcomes are clearly stated, measurable, and achievable within the allotted time frame to meet BFRDP needs;
 - c. Plan for completing the annual BFRDP Impact Reports, and the three-year comprehensive BFRDP Impact Report; and
 - d. Data Management Plan included.
- 7. **Organizational Effectiveness in Operating a Digital Library of Beginning Farmer and Rancher Education Programs and Materials (20 points)**
 - a. Ability to gather, organize, and make available educational curricula, materials, and information relevant and useful to beginning farmer and rancher development programs and issues; management and organizational capacity to provide support to Educational Team and Standard projects; knowledge and expertise to compile, analyze, and continuously improve outcome-based measures and reporting;
 - b. Capacity to provide communications materials to enhance the impacts of BFRDP projects; and
 - c. Applicants demonstrated expertise through successful multi-year experiences in education, outreach, mentoring and/or technical assistance for beginning farmers and ranchers.

C. Organizational Management Information

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual, or a determination that an applicant is not responsible).

D. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this NOFO. The date specified by the NIFA awarding official as the effective date of the grant must be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period.

All funds granted by NIFA under this NOFO may be used only for the purpose for which they are granted in accordance with the program-specific laws and regulations, NIFA General Awards Administrative Provisions ([7 CFR part 3430, subparts A through E](#)), USDA Regulations for Grants and Agreements ([2 CFR Chapter IV](#)), Office of Management and Budget Uniform Guidance ([2 CFR part 200](#)), [NIFA-specific terms and conditions](#), [USDA General Terms and Conditions for Federal Awards](#), and approved budget and project plans.

The Notice of Award will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this NOFO (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

Output and reporting requirements are included in the [award terms and conditions](#). If there are any program or award-specific award terms, they will be identified in the Award Notice.

Please note: All technical reports are held confidential for a period covering twenty years after the termination of the project. As such, proprietary information may be included in the interim and comprehensive final reports when necessary to provide the USDA NIFA BFRDP staff adequate information to evaluate the progress and outcome of the project.

REEReport and Other Reporting Requirements

Grantees are to submit initial project information and annual and final reports to NIFA's electronic, Web-based inventory system, REEReport, that facilitates both grantee submissions of project outcomes and public access to information on federally funded projects. The details of these reporting requirements are included in the award terms and conditions (see REEReport Guide for Project Directors). Please note: Reports submitted via REEReport will be placed in the USDA Research, Education, & Economics Information System (REEIS). REEIS is an online public database meant to provide information to the general public on all awards made by USDA NIFA. As such, proprietary information should not be included in these reports. Additionally, a REEReport submission does not meet the requirements for the interim technical and comprehensive final reports as these are additional reports required under the terms and conditions for the BFRDP grant.

Besides REEport reporting, BFRDP grantees are required to contribute information, including project results and outcomes to the outcome-based reporting system housed by the Curriculum and Training Clearinghouse. Gathering reporting and outcomes information helps the team analyze and share results across the BFRDP. See [BFRDP Outcomes Based Reporting Guide](#) for details.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

Delegation of fiscal responsibility. Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

Changes in Budget or Project Plans. In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision required).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), or [45 CFR Part 75 Appendix IX, \(Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals\)](#), or [48 CFR](#), unless waived by the federal awarding agency, [48 CFR Part 31, Contract Cost Principles and Procedures](#).
5. Transfer of funds budgeted for participant support costs to other categories of expense. ([2 CFR 200.456 Participant support costs](#)).
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the nonfederal entity.
8. The need for additional federal funds to complete the project.
9. Salary rates of pay exceeding an Executive Level IV salary range (see “Rates of Pay for the Executive Schedule” under the “Executive & Senior Level Employee Pay Tables” header at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>) require prior NIFA approval. This rate does not include any fringe benefits, general and administrative (G&A), overhead, or other expenses. Requests for approval must include the salary rate of pay and a justification for the rate and be sent to the Authorized Departmental Officer (ADO) to awards@usda.gov.
10. No more than 50 percent of the total dollars of this award may be subcontracted to another party(ies) without prior written approval of the ADO, except subcontracts to federal agencies.
11. Transferring funds between the construction and non-construction work under a federal award.
12. A no-cost extension (meaning, an extension of time that does not require the obligation of additional Federal funds) of the period of performance, other than any one-time extension authorized by the federal agency in accordance with paragraph 2 CFR 200.308(g)(2). All requests for no-cost extensions should be submitted at least 10 calendar days before the conclusion of the period of performance. The federal agency may approve multiple no-cost extensions under a federal award if not prohibited by federal statute or regulation.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 ([44 U.S.C. Chapter 35](#)), the collection of information requirements contained in this notice have been approved under [OMB Document No. 0524-0039](#).

D. Language Access Services

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#).

APPENDIX I: AGENCY CONTACTS

Program Contacts

BFRDP Mailbox

BFRDP@usda.gov

Award Management Division Contacts

NIFA Awards Mailbox

Awards@usda.gov

For administrative questions related to:

1. Grants.gov, see [Part IV](#) of this NOFO.
2. Other NOFO or application questions, please email grantapplicationquestions@usda.gov
3. Awards under this NOFO, please email awards@usda.gov

U.S. Postal Mailing Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

APPENDIX II: GLOSSARY OF TERMS

Glossary of Terms

Assistance Listing Number - ALN

Authorized Representative – AR

Beginning Farmer and Rancher – BFR

Beginning Farmer and Rancher Development Program – BFRDP

Community Based Organizations – CBO

Data Management Plan – DMP

Education Team – ET

Indirect Costs – IDC

National Institute of Food and Agriculture – NIFA

Nongovernmental Organization – NGO

Notice of Funding Opportunity – NOFO

Portable Document Format – PDF

Project Director – PD

Project Narrative – PN

Project Summary – PS

Research, Education, and Economics – REE

School-based Agricultural Education Organization – SAEO

United States Department of Agriculture – USDA

APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

Definitions

Beginning Farmer or Rancher ([7 U.S.C. 2279\(a\)\(2\)](#)):

A person that-

- (A)(i) has not operated a farm or ranch; or
- (ii) has operated a farm or ranch for not more than 10 years; and
- (B) meets such other criteria as the Secretary may establish.

Clearinghouse:

An online repository that will make available to beginning farmers or rancher's education curricula and training materials and programs, and which may include online courses for direct use by beginning farmers or ranchers.

Collaborator:

A person or an organization that cooperates with the applicant in the conduct of the project but is not immediately connected to the management of the project.

Community Based Organizations (CBOs):

Private non-profit organizations that are representative of a community or a significant segment of a community that provides services to that local community.

Education:

An act or process that delivers knowledge and informal education programs to beginning farmers and ranchers, enabling them to make practical decisions.

Nongovernmental organizations (NGOs):

Legally constituted, non-governmental organizations created by natural or legal persons with no participation or representation of any government and serving one (1) or more communities.

Partnership:

A relationship involving close cooperation between parties having specified and joint rights and responsibilities in the management of the project.

Performance target:

A specific, verifiable change in people's actions or conditions. It defines how many people will change and what degree of change constitutes success.

Producer:

An individual, family, or other entity in the U.S. engaged in the business of agriculture, crop, livestock, forestry, and range production, management, and marketing.

Qualified Public and Private Entities:

Public or private groups, organizations, or institutions that have established and demonstrated capacities to conduct projects that accomplish the purposes of the program as designated in these guidelines.

Regions:

Are subdivided into four categories and include the states and territories as described below:

1. The Northeast Region: Includes the 12 Northeast States and the District of Columbia (Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, and West Virginia).
2. The Southern Region: Includes 13 States plus Puerto Rico and the Virgin Islands (Virginia, North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Arkansas, and Oklahoma).
3. The North Central Region: Includes 12 States (Ohio, Michigan, Indiana, Illinois, Missouri; Kansas, Iowa, Wisconsin, Minnesota, Nebraska, South Dakota, and North Dakota) and;
4. The Western Region: Includes 12 States and the American Territories in the Pacific (Hawaii, Alaska, Washington State, Oregon, California, Idaho, Nevada, Utah, Arizona, Montana, Wyoming, Colorado, New Mexico, and American Samoa, Northern Mariana Islands, Guam, and Micronesia).

School-based agricultural education organizations (SAEOs):

Organizations that deliver career and/or technical education in agriculture to high school students, which may include classroom and/or experiential learning, for example, FFA (formerly known as the Future Farmers of America), National Young Farmer Education Organization, or other similar organizations.

Veteran farmer or rancher ([7 U.S.C. 2279\(a\)\(7\)](#)):

A farmer or rancher who has served in the Armed Forces (as defined in [section 101\(10\) of title 38](#)) and who-

- (A) has not operated a farm or ranch;
- (B) has operated a farm or ranch for not more than 10 years; or
- (C) is a veteran (as defined in section 101 of that title) who has first obtained status as a veteran (as so defined) during the most recent 10-year period.